

2015-2016 Adult Education Grant Continuation

Appendix D – 2015-16 DWD Professional Development Calendar



DWD-Sponsored Trainings

All instructors who teach nine (9) or more hours per week must attend a minimum of one DWD sponsored professional development initiative. (Teachers working in the K-12 system may submit a waiver for this requirement per the DWD Professional Development Policy¹). Professional Growth Points will be issued for each initiative below. One hour of training is equal to one professional growth point.

There are no registration fees for any DWD sponsored events, unless otherwise noted. Hotel, mileage/parking, and meal costs, along with pay and substitute pay where applicable, are the responsibility consortia, programs, or individuals unless otherwise noted. **Please note:** All events listed are subject to change per trainer and funding availability.

2015 Summer Institute – The Power of We: Success Through Partnerships

The Summer Institute brings the entire Indiana Adult Education (AE) system together to learn and share professional development. The Summer Institute hosts multiple workshops for administrators, teachers, counseling/coaching staff, support staff, and literacy and workforce partners.

Location: University of Indianapolis (UIndy)

Dates: Monday, July 20th – Wednesday, July 22nd

Registration Fee: Early Registration (until 4.10.15) \$40; Regular Registration (4.11.15 - 6.19.15) \$60

Cost considerations: Breakfast and Lunch will be provided on Tuesday. Breakfast will be provided on Wednesday. Because accommodations are not available at the venue site, participants may need to prepare for additional local travel if staying in Indianapolis for the event.

Standards in Action (SIA)

SIA is an extended, cohort-style training series for the implementation of standards into Adult Education classrooms. The course includes 48 hours of in-person training, 8 hours of webinar training, and approximately 30 hours of classroom implementation work. Indiana Adult Education will use the SIA process to guide statewide implementation of OCTAE's College and Career Readiness (CCR) Standards into practice. All staff teaching 9 or more hours must complete this training by July 2017. Directors and other program leadership staff are encouraged to participate as well.

DWD will run 2 cohorts of no less than 15 and no more than 25 participants each throughout the 2015-16 program year. Programs and regions should work together to identify cohorts of teachers to participate and apply for the training initiative. Cohorts will have the option of choosing a training, learning, and location schedule for all 20 participants in their cohort. Applications will be available in the spring of 2015 and must be submitted to the DWD PD Manager by a DWD Adult Education Coordinator (AEC).

Cost considerations: DWD will provide trainers, training materials, and lunch for each event. All other expenses will be the responsibility consortia, programs, or individual participants.

¹ Teachers working full-time in the K-12 system may submit a waiver for this requirement per the DWD Professional Development Policy. The waiver form requires eligible staff to provide the following:

- Title, content, and date of the PD attended;
- Course or event certificate of completion or Professional Growth Points certificate;
- Explanation of how the non-DWD PD event aligns with DWD PD activities for PY15; and
- Verification of full-time K-12 employment.

Waivers will be reviewed and approved or denied by the DWD Professional Development Manager.

Adult Numeracy Institute (ANI)

ANI is a year-long, hybrid professional development initiative that focuses on effective numeracy instruction for adult learners. This training consists of roughly 42 hours in-person training, 11 hours of webinar and conference call training, and 20 hours of implementation work.

ANI provides an opportunity for instructors to participate in a proven and effective national initiative to improve the quality of their numeracy instruction. The 2015-16 cohort of ANI will also incorporate SIA standards implementation strategies, so all participants in this cohort will simultaneously meet their SIA training completion requirement while working through ANI.

Participant applications for this initiative will be released in the spring of 2015. Participation is limited to 20 individuals. A regional training location will be determined by the geographical spread of teachers who apply.

Anticipated Schedule:

August	Introductory Webinar*
September	Institute #1* (2 days); CCR Webinar
October	Participant Check-in Call
November	Peer Observation and Work Sample Webinar
December	CCR Webinar
January 2016	Participant Check-in Call
February 2016	Institute #2 (2 days); CCR Webinar
March 2016	Participant Check-in Call
April 2016	CCR Webinar
May 2016	Institute #3* (2 days); Final Webinar

**** Administrators are required to participate in parts of these events.**

Cost considerations: DWD will provide trainers, training materials, and lunch for each event. All other expenses will be the responsibility consortia, programs, or individual participants.

ESL-4-ESL

This year-long, cohort-style training uses a hybrid approach consisting of in-person institutes supported by webinars, outside assignments, peer observation, peer coaching and active participation in an online community of practice. The training focuses on brain-based and project-based instructional strategies for English Language Learners (ELLs). It consists of 42 hours of in-person training, 11 hours of distance learning, and 15 hours of classroom implementation work.

The 2015-16 cohort of ESL-4-ESL will include an optional SIA standards implementation supplemental course. This course will assist ESL and EL-Civics teachers with strategies for implementing the CCR Standards in their classrooms. Participants enrolling in this supplemental course will be required to complete an additional 7.5 hours of distance learning and 20 hours of classroom implementation work. Those who complete the supplemental course will have satisfied their SIA completion requirement.

ESL-4-ESL (continued)

The initiative will be limited to 20 participants. Only those who teach English as a Second Language and/or EL/Civics or those who can demonstrate that they teach an ABE class with a significant ELL population, are eligible to apply. Applications for this initiative will be released in the spring of 2015.

Anticipated Schedule:

Online Components	In-Person Trainings (Thursdays and Fridays)*	SIA Supplemental Components (Optional)
July (Online Pre-course & Webinar)	August	August (Webinar)
September (Webinar)	November	October (Webinar)
January (Webinar)	March	December (Webinar)
May (Webinar)		February (Webinar)
		April (Webinar)

** Location: Indiana Government Center South - Indianapolis*

Cost considerations: DWD will provide trainers, training materials, and lunch for each event. DWD will also reimburse participants for mileage, parking, and per diem for in-person events. All other expenses will be the responsibility consortia, programs, or individual participants.

Teacher Induction Training

The Teacher Induction training is a semester-long, hybrid, cohort style training designed to expose new and less experienced adult education teachers to the basic level content and skills needed to deliver high-quality instruction to adult learners. The training consists of 14 hours of in-person training, 27 hours of distance learning activities, and approximately 10 hours of classroom implementation work. Participants will be paired with an instructional mentor throughout the training to support their growth and development.

Participant applications for this initiative will be released during the spring of 2015. Participation is limited to 20 individuals, and only those with fewer than 3 consecutive years of teaching experience in Adult Education are eligible to apply.

Anticipated Schedule:

August	Institute 1 Online Pre-course (5 hours)
September	Institute 1 (7 hours)*
October	Webinar (1.5 hours) Institute 2 Online Pre-course (5 hours)
November	Institute 2 (7 hours)*
December	Teaching Portfolio Project Implementation (5-10 hours)
Note: Participants will be required to complete independent, self-paced online study modules to support their learning between August and December. These modules will require approximately 16 additional hours of work.	

** Location: Indiana Government Center South - Indianapolis*

Cost considerations: DWD will provide trainers, training materials, books and lunch for each in-person event. DWD will also reimburse participants for mileage, parking, and per diem for in-person events. All other expenses will be the responsibility consortia, programs, or individual participants.

Integrating Career Awareness (ICA) Online Course

This six-week, facilitated online course prepares instructors and counselors to implement the Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide, a set of lesson plans and activities designed to help adult students understand and act on the critical link between education and careers.

This initiative is ideal for any programs or staff with goals to more actively promote transitions and support WorkINDiana students. The course is delivered in 7 modules over 6 weeks, and includes a combination of readings, activities, and online discussion posts. The course is self-paced, and participants can expect 3-4 hours of work each week. All coursework is asynchronous apart from the introductory webinar.

Participant applications for the fall session will be released during the fall of 2015. Participation is limited to 20 individuals.

Anticipated Schedule:

Fall*	Spring*
October - Introductory Webinar	April - Introductory Webinar
November - Course Start	May - Course Start
December- Course End	June - Course End

** Specific start and end dates to be determined.*

Cost considerations: DWD will cover the cost of the course facilitator, however because the course is online and self-paced, there are few other costs to consider. Programs are encouraged to provide compensation for staff time spent in DWD-sponsored online trainings.

LINCS Online Courses

These ten-week, self-paced online courses combine approximately 5 - 10 hours of independent study and implementation with online discussion and sharing. Five online courses will be offered each semester. Participation will be limited to 20 in each course. Registration for winter courses will open in the fall of 2015. Seats will be filled on a first come, first served basis.

Anticipated Schedule:

Winter: November - January	Spring:
Learning to Achieve (L2A): Learning Disabilities and Neuroscience	Integrating Career Counseling and Planning into Adult Education
Engaging Adult Learners in Science	Scientific Practices in Context Training Module
Adult Career Pathways (ACP): Designing Contextualized Instruction	Adult Career Pathways (ACP): Integrating Career Counseling and Planning into Adult Education
ELL-U: Second Language Acquisition	ELL-U: ESL Formative Assessment
OER: Build a Lesson with OER	Integrating Technology in the Adult Education Classroom

Cost considerations: DWD will cover the cost of the course facilitator, however because the courses are online and self-paced, there are few other costs to consider. Programs are encouraged to provide compensation for staff time spent in DWD-sponsored online trainings.

Annual Director Meeting

The Annual Director Meeting provides Adult Education administrators an opportunity to celebrate successes, share best practices, and explore their role in achieving DWD's strategic vision for Adult Education. Registration for this event will open in the fall of 2015.

Date: November

Location: Indianapolis

(Specific date and location to be determined).

Cost considerations: Lunch and refreshments will be provided.

Annual Transitions Summit

The Annual Transitions Summit provides Adult Education administrators, teacher leaders, transitions staff and representatives from partnering agencies and organizations an opportunity to convene to discuss collaborative approaches in designing and implementing transitions opportunities for Adult Education student. In particular, the summit focuses on sector-based career pathway systems that will benefit both employers and potential employees throughout Indiana.

Date: April

Location: Indianapolis

(Specific date and location to be determined).

Considerations: Lunch and refreshments will be provided.

Monthly Statewide Webinar/Call

The monthly statewide Adult Education and Workforce Development webinar/call provides the DWD central office team time to share news and announcements concerning DWD activities and policies. It also provides those in the field with an opportunity to share comments and questions on a statewide level. These webinars are intended for Adult Education and Workforce Development program administrators. All webinars are recording and stored on the Adult Education Program Administration website (<http://www.in.gov/dwd/adultedadmin/law.htm>).

Date: Occurs the second Wednesday of every month from 10:00 – 11:30

Location: webinar/conference call

DWD-Sponsored Workgroups

Teacher Advisory Work Group

This facilitated work group of experienced adult education instructors will meet quarterly to review, evaluate, and refine professional development offerings and resources delivered to the field. In particular, the work group will assist in the development and review of teacher competencies and college and career readiness resources for teachers.

Participation will be limited to 20 individuals. Participant applications for this initiative will be released in the spring of 2015.

Anticipated Schedule:

Meetings (Fridays)*	Time
August	10 am – 3 pm
November	10 am – 3 pm
February	10 am – 3 pm
May	10 am – 3 pm

** Location: Indiana Government Center South - Indianapolis*

Considerations: Lunch and refreshments will be provided at each meeting. DWD will reimburse participants for mileage and parking.

Administrator Advisory Work Group

DWD will hold quarterly meetings open to all Adult Education administrative staff to review, evaluate, and provide feedback on DWD strategic vision, policies, standards, and professional development. Participation will be limited to 30 at each meeting. There are no attendance requirements, but participants will need to register prior to each meeting. Meeting agendas will be communicated in advance of registration.

Anticipated Schedule:

Meetings (Fridays)*	Time
August	10 am – 3 pm
November	10 am – 3 pm
February	10 am – 3 pm
May	10 am – 3 pm

** Location: Indiana Government Center South - Indianapolis*

Considerations: Lunch and refreshments will be provided at each meeting.

Other Conferences

There are many other professional development opportunities from which adult education staff could benefit. DWD encourages consortia to consider both the opportunities listed below as well as other opportunities when budgeting for the next program year.

IAACE Annual Conference

Indiana Association for Adult and Continuing Education hosts an annual conference for state adult education staff to support their vision of cultivating leaders who advance adult education for stronger communities in Indiana. DWD encourages Adult Education programs to set aside funding for staff to participate in this professional development opportunity.

Date: No date has been set for 2016. The conference typically takes place in April each year.

Considerations: Annually the conference offers training for all staff within the adult education system. Costs typically include registration fee, hotel, per diem, and mileage.

COABE Annual Conference

Annually the Commission on Adult Basic Education (COABE), a nationwide network for adult education professionals, puts on a professional development conference to provide training for staff development in Adult Education and literacy. The conference affords participants opportunities to build connections and learn from other adult education professionals from around the nation.

Date: No date has been set for 2016. The conference typically takes place in March each year.

Cost considerations: Annually the conference offers training for all staff within the adult education system. Costs typically include registration fee, hotel, per diem, and mileage.

IYI Postsecondary Counseling Institute

The Postsecondary Counseling Institute is an intensive two-day workshop designed to give school counselors, mentoring organizations and others who guide individuals on their education options after high school the skills and tools they need to help students explore a wide range of education options after high school, from traditional four-year colleges to apprenticeship programs.

Date: No date has been set for 2016. The conference typically takes place in June each year.

Location: Indianapolis

Cost considerations: Costs typically include registration fee, hotel, per diem, and mileage. All participants will receive a free digital copy of College Board's College Counseling SourceBook 7th Edition (a \$60 value), provided on a USB drive, as well as tons of useful skills to help them better counsel their students. Breakfast and lunch will be provided on both days.

Technical Trainings

DWD and contracted vendors **offer** a number of different technical trainings. Consortia should consider their technical training needs when budgeting for the upcoming year. Brief descriptions of the technical training available are provided below.

TABE and TABE CLAS-E

Any programs interested in offering the TABE assessment, or transitioning to TABE Online, should contact Chris Fitzgerald, cmfitzgerald@dwd.in.gov, for technical assistance and training. Sites can also contact Chris for a “best practices” training as needed.

Indiana Career Explorer (ICE)

All introductory ICE trainings will be conducted via live webinar by ICE trainers. There will be two webinars a month (one for Journey and one for Navigator). The webinars have a maximum capacity of 25 participants.

Face-to-face trainings which go into greater detail on how to interpret students’/customers’ assessment results, generate system reports, and review other resources offered by ICE will be offered as requested. To schedule this training for your site, please contact Chris Fitzgerald at cmfitzgerald@dwd.in.gov.

Considerations: Before attending any training individuals should create a student login on ICE, take the assessments, and have their results in front of them for the training.

InTERS Trainings

101: This interactive training provides an overview of InTERS Client and walks trainees through the processes to complete new student intakes and update attendance. Trainees will also explore the different types of records in the system. This training is recommended for beginning users.

102: This follow-up training walks trainees through the process of adding test results into InTERS Client and deals extensively with determining the causes of and then solving different errors in the system. It is recommended for users who have completed the 101 training or are responsible for resolving data issues at their programs.

201: This training focuses on pulling and analyzing different performance and financial reports and tables in InTERS Client. This training is recommended for administrators and data specialists.

Teacher Website: This training provides an overview of the InTERS Teacher Website and walks trainees through the processes to print packets, create new student intakes, update attendance and enter test results. It is recommended for new InTERS users and experienced users looking to brush up on their skills.

Cost considerations: All InTERS training materials are available on the Indiana Adult Education Program Management Website. Individuals interested in scheduling in-person trainings for any of these courses should contact Jedd Vance at jvance@dwd.in.gov.